

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, December 15, 2020 at 9:00 a.m. in Room 1H&I located on the first floor of the Administration Building.

HR COMMITTEE MEMBERS PRESENT: Marsik, Greshay, Schmidt, Hilbert and Kuehl

MEMBERS EXCUSED: None.

ALSO PRESENT: Sarah Hinze, Human Resources Director; James Mielke, County Administrator; Tonia Mindemann, Assistant Human Resources Director; Megan Firari, HR Specialist; Ed Somers, Executive Director/Administrator; Becky Bell, Human Services and Health Director (via MS Teams)

Meeting called to order by Marsik at 9:00 a.m.

Roll call was taken. All members present.

There were no non-Committee Member County Board Supervisors present.

Marsik asked if anyone present had any public comments. There were none.

Motion by Schmidt to approve the open session minutes of the regular meeting on December 1, 2020. Second by Hilbert. Motion carried without negative vote.

Hinze initiated a discussion regarding COVID-19 vaccinations and County policy indicating it has been a topic of discussion with Wisconsin Counties Association (WCA) and within city and county human resources professionals throughout the State. Mielke stated that based on the information provided by WCA, law firms and peers, at this time the recommendation is that employers can not mandate employee vaccinations. Employers can strongly encourage employees to get the vaccination. Somers provided additional vaccination information including the anticipated availability of the vaccination to Clearview residents and staff. Mielke, Somers and Hinze will continue to monitor and will report back to this Committee as new information becomes available.

Hinze provided a draft revision to Policy #108 Equal Employment Opportunity for review and consideration stating that with the recent EEOC survey there was an opportunity to review the policy and make it a more robust policy.

Motion by Kuehl to approve the revisions to Policy #108 Equal Employment Opportunity as presented. Second by Greshay. Motion carried without negative vote.

Hinze presented requests for sick leave donation for a Sheriff's Office employee and Child Support employee. Hinze explained that the employees will use all available time off before using donated sick time.

Motion by Hilbert to approve both requests for sick leave donations under the current guidelines and by doing so does not establish a practice or precedent. Second by Greshay. Motion carried without negative vote.

Hinze provided an update regarding the Performance Management Project noting that the kickoff was scheduled for December 9th but due to unforeseen circumstances this date had to be rescheduled. Hinze stated the new planned kickoff session is scheduled for January 8, 2021 with a follow-up session still scheduled for January 27, 2021 with no change to the original timeline.

Hinze stated that McGrath will be providing the updated job descriptions to her by the end of the week. Hinze indicated that McGrath will be presenting an overview of the new job description format to department heads and supervisors and will be available to answer questions. This meeting will be planned for early January. Hinze provided the Job Description Project timeline with completion goal of early March.

Hinze referenced a summary of all on call and call in pay policies currently utilized throughout the County departments. Hinze also reviewed clean up language updates to the policies. There was discussion regarding all of the different policies and the recommendation by McGrath have more uniform policies. Hinze agreed to reach out to the department heads to elicit feedback regarding current on call and call in policies.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) Maintenance Mechanic	Physical Facilities
One (1) Highway Maintenance Technician	Highway
One (1) Public Health Strategist – LTE	Human Services & Health
One (1) Deputy Register of Deeds	Register of Deeds
One (1) Shop Superintendent	Highway
One (1) Social Services Aide I, II or III – CPS	Human Services & Health
One (1) Land Information Specialist II	Land Resources & Parks
One (1) Senior Cartographer	Land Resources & Parks

There were no Leave of Absence Requests for the Committee to review and consider.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE – UNION: None. NEW HIRE – UNION – PART TIME: None. RECLASSIFICATION – UNION: None. PROMOTION – UNION: None. STEP INCREASE – UNION: David Trevarthen, Deputy Patrol, \$31.51, 11/29/2020, Sheriff's Office. APPOINTED OFFICIAL: None. NEW HIRE – FULL TIME: Denise Lepple, Deputy Register of Deeds, Register of Deeds, \$17.41, DC03, ST02, 12/10/2020; Christopher Abell, Maintenance Mechanic, Physical Facilities, \$24.22, DC06, ST02, 11/30/2020. NEW HIRE – PART TIME: None. LIMITED TERM/SEASONAL NEW HIRE: Colleen Akin, Customer Service Support Specialist, Human Services & Health, \$14.73, DC02, ST01, 12/07/2020. LIMITED TERM/SEASONAL REHIRE: None. LIMITED TERM/SEASONAL EXTENSION: None. RECLASSIFICATION: None. PROMOTION: Michael Bosak, Maintenance Mechanic, Physical Facilities, \$23.58, DC06, ST01, 12/03/2020. TEMPORARY ASSIGNMENT: None.

The Committee reviewed the Orientation Period Reports.

HR Director's Report:

- a) Summary of Employee Resignations/Retirements: Hinze and Firari presented a summary of recent employee resignations/terminations.
- b) Grievances and Arbitrations: None to report

Future Agenda Items: Call In and Call Out Pay Policy, COVID Vaccinations, Families First Coronavirus Response Act and County COVID Plan

It was the consensus of the Committee to schedule the next meetings of the Human Resources and Labor Negotiations Committee as follows: Regular Meetings **Tuesday, January 5, 2021 and Tuesday, January 19, 2020 at 9:00 a.m. and tentative special meeting Wednesday, December 30, 2020 at 9:00 a.m.** which will be held in rooms 1H & I of the Administration Building.

Meeting adjourned by order of the Chairperson at 10:00 a.m.

Richard Greshay, Secretary

Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.

FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA) POLICIES

(Addendum to Dodge County FMLA Policy)

Effective April 1, 2020

President Trump signed legislation on March 18, 2020 which modifies the requirements of the Family and Medical Leave Act (FMLA) by expanding the availability of FMLA due to impact of COVID-19 (Emergency Family and Medical Leave Expansion Act - EFMLEA), expands access to Unemployment Compensation Insurance Benefits (Emergency Unemployment Insurance Stabilization and Access Act of 2020) and creates paid sick leave (Emergency Paid Sick Leave Act - EPSLA) for employees while the employee or his/her family members are impacted by COVID-19. The legislative responses to the COVID-19 pandemic are all within the scope of what is known as the FAMILIES FIRST CORONAVIRUS RESPONSE ACT (the "Act"). The Act will take effect on April 1, 2020, with a sunset date of December 31, 2020. For details regarding FFCRA please see attached poster entitled "Employee Rights Paid Sick Leave and Expanded Family and Medical Leave under the Families First Coronavirus Response Act" or visit: www.dol.gov/agencies/whd.

I. **The Emergency Paid Sick Leave Act (EPSLA)**

Provides a limited term paid sick leave benefit for employees outside of the FMLA or EFMLEA.

A. **Employee eligibility:** All employees actively employed by Dodge County with the exclusion of health care providers and emergency responders as defined in the attached order from County Board Chairman, Russell Kottke, entitled "An Order Defining Health Care Provider and Emergency Responder of purposes of the Federal Families First Coronavirus Response Act".

B. **Qualifications:** The employee must be unable to work or telecommute because:

1. The employee is subject to a Federal, State or local quarantine or isolation order relative to the COVID-19 virus;
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
3. The employee is experiencing symptoms of the COVID-19 (fever, cough, sore throat, shortness of breath) and is seeking medical diagnosis from an appropriate health provider;
4. The employee is caring for a family member subject to a federal, state or local order related to COVID-19;

5. The employee is caring for a son or daughter whose school or place of care is closed or child care provider is unavailable due to COVID-19 precautions; or,
 6. The employee is experiencing a substantially similar condition to COVID-19 as has been identified by the Secretary of Health and Human Services.
- C. **Pay During Leave:** The amount of Emergency Paid Sick Leave (EPSLA) available to employees is limited:
- Full-time: Eligible for 80 hours of Emergency Paid Sick Leave.
 - Regular, Part-time: Pro-rated based upon regular hours of work.
 - Variable Work Schedule: The average bi-weekly hours of work over the preceding six month period.

The actual pay to which an employee will be entitled will depend on the reason for the absence.

1. If absent due to reasons identified under 1), 2) or 3) under qualifications above (generally arising from the employee's quarantine), the employee will be entitled to:
 - a. 100% of regular hourly rate of pay (as long as in excess of minimum wage) for the hours of work missed and
 - b. Subject to the cap of \$511 per day, to a maximum aggregate payment of \$5,110.
 2. If absent due to reasons identified under 4), 5) or 6) under qualifications above, the employee will be entitled to:
 - a. 2/3 of the employee's regular rate of pay or minimum wage, whichever is greater, and
 - b. Subject to the cap of \$200 per day, \$2,000 in the aggregate
- D. **Benefits During Leave:** Benefits will continue as if the employee is actively working during this leave.

E. **Procedure for Requesting Leave and Certification:**

The Emergency Paid Sick Leave Act (EPSLA) requires that the employee give notice to the employer of the desire to use the available paid time. Notice must be given to the employer no later than the first workday (or portion of such workday) that the employee receives Emergency Paid Sick Leave.

Please refer to Procedures as set forth in Section II, Emergency Family Medical and Leave Expansion Act on how to request a leave under this act.

- F. **Return to Work:** Employees will not be required to provide a return-to-work notice unless specifically requested by Human Resources. Employees who experience virus symptoms (cough, fever, sore throat, shortness of breath) must be symptom free for 72-hours prior to returning to work.

- G. **Enforcement:** Nothing in this provision shall be construed in any way to diminish the rights or benefits that an employee is entitled to under any law, collective bargaining agreement, or existing County policy. An employee is encouraged to consult with Human Resources regarding any questions or concern.

An employee may not carry over any unused Emergency Paid Sick Leave. Further, upon an employee's separation from employment, any unused Emergency Paid Sick Leave is forfeited.

II. **Emergency Family and Medical Leave Expansion Act (EFMLEA)**

- A. **Employee eligibility:** All employees actively employed for at least 30 calendar days by Dodge County with the exclusion of health care providers and emergency responders as defined in the attached order from County Board Chairman, Russell Kottke, entitled "An Order Defining Health Care Provider and Emergency Responder of purposes of the Federal Families First Coronavirus Response Act".
- B. **Qualifications:** Employee is unable to work or telecommute and needs to care for a minor child if the child's school or childcare has been closed or is unavailable due to a public health emergency (COVID-19).
- C. **Pay During Leave:** The EFMLEA provides for time away from work for up to 12 weeks. The first ten (10) work days of EFMLEA leave is unpaid, unless the employee has available accrued vacation, personal or sick leave which can be substituted for the otherwise unpaid time. The employee will not be required to substitute pay for the first 10 days of unpaid leave. After the 10th unpaid work day, the employee will be eligible for pay from the County equal to 2/3 of the employee's regular rate of pay for the remainder of the available EFMLEA leave associated with the qualifying COVID-19 reason, not to exceed a daily cap of \$200 or aggregate cap of \$10,000, per person. Pay eligibility is based on:
- **Full-time:** Regular base rate of pay of the employee for the hours the employee would normally work.
 - **Regular, Part-time:** Regular hours worked per week
 - **Variable Work Schedule:** Average hours worked in the preceding six months.

An employee may be eligible for regular FMLA leave if they have a COVID-19 diagnosis and they meet the requirements of the FMLA. An employee who is not ill but merely quarantined because of coming into contact with COVID-19 would not be eligible for EFMLEA or FMLA.

EFMLEA is allowed **only** for the reason of closure of the child's school or childcare and the employee needs to provide child care due to the public health emergency and not allowed for other FMLA reasons.

It is important to note that while an employee is entitled to 12 weeks of leave under the EFMLEA, the length of the leave is reduced by any FMLA Leave previously taken by the employee; this is not a separate 12 week entitlement. In other words, Emergency Leave for childcare purposes is automatically reduced by the amount of

leave an employee has already taken in the current administrative year, without regard to the reason for the previous leave.

D. **Benefits During Leave:** Benefits during leave will be applied the same as FMLA Leave.

E. **Employee Status after Leave:** The FMLA's job protected leave requirements and anti-retaliation provisions also apply to EFMLEA leave.

F. **Procedure for Requesting Leave and Certification:** Employees shall:

1. Submit a Leave Request in Kronos.
2. Complete an FMLA Request form that will be used specifically for the purposes under the FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA). Forms can be requested by calling or emailing Human Resources or printing the form from the County website. In compliance with the recommended social distancing, please do not physically go to Human Resources.

Understanding that schools and daycares are closed, and health care providers are overwhelmed at this time, the required certification will be waived unless specifically requested from Human Resources.

G. **Enforcement:** Nothing in this provision shall be construed to in any way to diminish the rights or benefits that an employee is entitled to under any law, collective bargaining agreement, or existing County policy. An employee is encouraged to consult with Human Resources regarding any questions or concern.

III. **Unemployment Compensation Rights**

The Families First Coronavirus Response Act may extend Unemployment Compensations benefits to eligible employees impacted by the Coronavirus.

IV. **Concurrence**

Dodge County will run leaves granted under the FFCRA concurrent with any other type of leave, as allowed by law.



Families First Coronavirus Response Act (FFCRA) Leave Request Form

04/01/2020-12/31/2020

Employee Information

First Name:		Last Name:	
Employee Number:		Department/Title:	
Employee Address: (City, State, Zip)			
Phone Number		Email:	
Anticipated Begin Date:		Anticipated End Date:	

Please refer to the **FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA) POLICIES** (Addendum to Dodge County FMLA Policy) Effective April 1, 2020 regarding eligibility, qualifications and leave details.

I am unable to work or telework for the following reason(s) (Check all applicable):

I. The Emergency Paid Sick Leave Act (EPSLA)

A. Eligible employees will receive 100% of regular hourly rate, with a \$511/day (\$5,110 aggregate) cap for options 1-3 (this is a continuous leave):

- ☐ (1) Employee is subject to a Federal, State or local quarantine or isolation order relative to the COVID-19
Name of Government Agency that issued the order*: _____
- ☐ (2) Employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19. Name of health care provider*: _____
- ☐ (3) The employee is experiencing symptoms of the COVID-19 (fever, cough, sore throat, shortness of breath) and is seeking medical diagnosis from an appropriate health provider Name of health care provider where employee is seeking medical diagnosis*: _____

B. Eligible employees will receive 2/3 of regular hourly rate, with a \$200/day (\$2,000 aggregate) cap for options 4-6 (Continuous leave; can only be taken intermittently upon mutual agreement between Dodge County and the employee):

- ☐ (4) Employee is caring for a family member subject to a federal, state or local order related to COVID-19;
Name of Government Agency that issued the order*: _____
- ☐ (5) Employee is caring for a son or daughter whose school or place of care is closed or child care provider is unavailable due to COVID-19 precautions;
Names and Ages of the children that require care: _____

If a child is over the age of 14 years please give an explanation of the "special circumstance requiring the employee to care for this child during daylight hours" _____

Are there other suitable person (s) to care for the child/children? _____ If no please state why: _____

- ☐ I verify that my minor child's school is closed or the childcare provider is unavailable or closed due to the coronavirus. Name of the school, place of care, child care provider: _____

- ☐ (6) Employee is experiencing a substantially similar condition to COVID-19 as has been identified by the Secretary of Health and Human Services. Name of health care provider*: _____

Dodge County will pay 2/3 of the daily scheduled hours rounded up to the quarter hour. The employee may choose to supplement the remaining scheduled hours. Please indicate the priority of the hours you would like to supplement (1st, 2nd, 3rd, etc):

☐ Vacation ☐ Sick Leave ☐ Comp Time ☐ Banked Holiday ☐ Unpaid

II. **Emergency Family and Medical Leave Expansion Act (EFMLEA)**

- C. Employee is unable to work or telecommute and needs to care for a minor child if the child's school or childcare has been closed or is unavailable due to a public health emergency (COVID-19). (Continuous leave; Can only be taken intermittently upon mutual agreement between Dodge County and the employee.)

Names and Ages of the children that require care: _____

If a child is over the age of 14 years please give an explanation of the "special circumstance requiring the employee to care for this child during daylight hours: _____

Are there other suitable person (s) to care for the child/children? _____ If no please state why: _____

- ☐ I verify that my minor child's school is closed or the childcare provider is unavailable or closed due to the coronavirus. Name of the school, place of care, child care provider: _____

An eligible employee must have been employed with Dodge County for at least 30 calendar day.

1. The first 10 work days off will be unpaid.

- a. ☐ I choose to substitute their own accruals.

Please indicate the priority of what you plan to use DURING the first 10 days of your leave:

☐ Vacation ☐ Comp Time ☐ Banked Holiday ☐ Unpaid

OR

- b. ☐ I choose pay for Check Box #B.5 under Section I-EPSLA concurrently with this leave.

2. After the 10th unpaid work day, the employee will be eligible for pay from the County equal to 2/3 of the employee's regular rate of pay for the remainder of the available EFMLEA leave associated with the qualifying COVID-19 reason, not to exceed a daily cap of \$200 or aggregate cap of \$10,000 per person.

Dodge County will pay 2/3 of the daily scheduled hours rounded up to the quarter hour. The employee may choose to supplement the remaining scheduled hours. Please indicate the priority of the hours you would like to supplement (1st, 2nd, 3rd, etc):

☐ Vacation ☐ Comp Time ☐ Banked Holiday ☐ Unpaid

Note: Employees who have used FMLA already in the past 12 months, will have the time available under this act reduced by the FMLA hours already used

**Denotes that the employee is required to provide a copy of the provider's documentation of the diagnosis or a copy of the governmental agency order.*

Certification of Leave Request and Authorization

I verify that I am unable to work or telework for the reasons checked on this form.

I authorize Human Resources to obtain any necessary information regarding my request under the Families First Coronavirus Response Act. I certify that the information I have provided on this form is accurate and truthful information. I further understand that providing inaccurate or false information may result in disciplinary action up to and including termination of my employment.

Employee Signature: _____ Date: _____

Below this line is for Human Resources Use ONLY

Leave Request is:

☐ Approved ☐ Denied

Authorizing Signature: _____ Date: _____

Approval details if needed or denial reason:

**Dodge County, Wisconsin
COVID-19 Plan**

- REVISED by the Human Resources and Labor Negotiations Committee on April 6, 2020. Reviewed by the Committee on April 20, 2020. The Committee extended the COVID-19 plan to coincide with the Governor's Safer at Home Order.
- REVISED by the Human Resources and Labor Negotiations Committee on May 4, 2020.
- On 5/19/2020, the Human Resources and Labor Negotiations Committee extended number 7 through the same time frame that the Federal Families First Coronavirus Response Act (FFCRA) is in effect. All other provisions of this plan are now null and void.
- REVISED On October 27, 2020, the Human Resources and Labor Negotiations Committee revised numbers 7 and 14 of the COVID-19 plan regarding use of sick time.
- REVISED On December 1, 2020, the Human Resources and Labor Negotiations Committee revised number 7 to state employees may return to work following CDC guidelines.

1. **Purpose.** The purpose of this plan is to provide guidance to Dodge County Department Heads and employees on Dodge County's plans for responding to the rapidly evolving coronavirus disease 2019 (COVID-19) public health emergency. This Plan will be included as an agenda item by the Dodge County Human Resources and Labor Relations Committee every two (2) weeks or more often as determined by the Committee, until the Public Health Emergency is declared concluded.

2. **About COVID-19 and Its Spread¹**

- 21 On February 11, 2020, the World Health Organization announced an official name for the disease that is causing the 2019 novel coronavirus outbreak, first identified in Wuhan, China. The new name of this disease is coronavirus disease 2019, abbreviated as COVID-19. In COVID-19, 'CO' stands for 'corona,' 'VI' for 'virus,' and 'D' for disease. Formerly, this disease was referred to as "2019 novel coronavirus" or "2019-nCoV".
- 22 There are many types of human coronaviruses, including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans.
- 23 COVID-19 is a new disease and the CDC is still learning how it spreads, the severity of illness it causes, and to what extent it may spread in the United States. Currently, the virus is thought to spread mainly from person to person as follows:
 - A. Between people who are in close contact with one another (within about 6 feet);
 - B. Through respiratory droplets produced when an infected person coughs or sneezes;
 - C. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs;
 - D. People are thought to be most contagious when they are most symptomatic (the sickest);
 - E. Some spread might be possible before people show symptoms; there have been reports of this occurring with this new coronavirus, but this is not thought to be the main way the virus spreads; and
 - F. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

3. **COVID-19 Symptoms.** COVID-19 presents with flu-like symptoms (fever, cough or sore throat, headache or body aches, and in some cases diarrhea and vomiting) or acute

respiratory illness symptoms (i.e. cough, shortness of breath).

¹ Source: Wis. Dept. of Administration, FAQ for Wis. State Employees, March 11, 2020.

4. Limiting Risk/Non-Pharmaceutical Interventions. The first line of defense to help slow the spread of COVID-19 before a vaccine is available and to ease the burden on healthcare providers include the following:

- 4.1 Staying home when sick;
- 4.2 Covering coughs and sneezes using a tissue or sleeve, and disposing of the tissue properly immediately afterwards;
- 4.3 Washing hands often using hot water and soap for 20 seconds or longer, and immediately washing your hands with soap and water for at least 20 seconds after coughing or sneezing;
- 4.4 Routinely cleaning frequently touched surfaces using a disinfectant bearing an EPA-approved emerging viral pathogens claims label;
- 4.5 Avoid touching your eyes, nose, and mouth with unwashed hands;
- 4.6 Not shaking hands with others;
- 4.7 Avoiding close contact with people who are sick, and keeping a six foot distance between yourself and other people if COVID-19 is spreading in the community;
- 4.8 Cleaning and disinfecting tables, doorknobs, light switches, countertops, desks, phones, keyboards, toilets, faucets, sinks and any other areas frequently touched by others;
- 4.9 Prohibiting travel to areas with verified COVID-19 infections (see Travel Restrictions below);
- 4.10 Avoiding non-essential large gatherings according State and/or Federal Orders;
- 4.11 Avoiding non-essential visits to long term care facilities;
- 4.12 The County's Human Service Director shall serve as the liaison between department heads and the Public Health Officer;
- 4.13 At the department level, department heads may continue to provide information to their employees concerning the manner in which services will be provided to the public in light of COVID-19;
- 4.14 The Public Health Officer will periodically post information on Facebook concerning COVID-19. County departments that have Facebook sites are encouraged to post links to the Public Health Officer Facebook site.

5. Social Distancing

Social distancing includes any action to limit contact with others. There are three general options to take:

Limiting face-to-face meetings: To the greatest extent possible, you should be considering how to limit face-to-face meetings, including by using email, phone conferences, or videoconferencing. Consider whether any meetings, either within the department or within the community, can be cancelled/rescheduled or conducted remotely with the use of technology.

Modifying work schedules: Departments may be asked to consider whether modifying

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work schedules to reduce overlap of staff in our non-24/7 operations is feasible.

Working remotely: Departments may be asked to consider whether and how staff may be able to work remotely. It is acknowledged that not all departments and functions will be able to accommodate this, as many county services require direct client interaction. There are also some limitations on technology and equipment that may restrict the ability to implement this option. **Working remotely shall be subject to Department Head and Human Resource Director Approval. Prior to an employee beginning to work remotely (telecommute), approval shall be obtained by the Human Resource Director and County Administrator.**

6. Safer at Home Order²-Paid Administrative Leave³

Beginning Wednesday, March 25, 2020, County Departments are to remain open to the public in order to deliver needed county services. Public access to buildings will be restricted to those areas in which the public is accessing essential services. County employees, upon supervisor approval, may work from home if job duties can be accomplished remotely by the use of county-supplied laptops. Employee access to the buildings will be maintained.

Additionally, effective March 25, 2020, employees, who are unable to work from home as determined by their supervisor, will be eligible to use up to 80 hours of paid administrative leave (pro-rated for part time employees based on FTE). Employees eligible for paid administrative leave under this section, must be available to return to the department to work as directed by their supervisor and may be directed to support various activities around the County's COVID-19 response efforts.

Leave available under this section shall be limited to the duration of Emergency Order #12-Safer at Home Order. Any leave granted to an employee under this section shall end upon 1) The employee being eligible for and granted leave under the Families First Coronavirus Response Act or 2) April 24, 2020, whichever comes first.

² Emergency Order #12-Safer At Home Order issued on March 24, 2020 by Wisconsin DHS Secretary-designee Andrea Palm at the direction of Governor Tony Evers.

³ This Section 6 does not apply to employees of the Sheriff's Office, Dodge County Detention Facility, Clearview and Human Services and Health Department.

7. "Emergency Responder" and "Health Care Provider" Exemption from Federal Families First Coronavirus Response Act (FFCRA) - Paid Administrative Leave

****This provision of the plan was approved by the Human Resources and Labor Relations Committee on April 6, 2020 and goes into effect on April 1, 2020. On 5/19/2020, the Committee extended this provision to coincide with the FFCRA.****

Dodge County wishes to recognize the dedication of those employees whose positions have been exempted from the Federal Families First Coronavirus Response Act (Appendix A of the Order Defining Health Care Providers and Emergency Responders for Purposes of the Federal Families First Coronavirus Response Act.) The employees who occupy the positions on this list are essential to carry out their duties and at times may be at a higher risk for exposure.

Dodge County will approve a temporary paid COVID leave to those listed on Appendix A, of up to a total of 2 weeks (based on the individual's scheduled hours per week) under the following conditions:

A) The Employee is experiencing COVID-19 symptoms, has been advised by a

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medical provider to take the COVID-19 test and the Employee tests positive for COVID-19. The employee will be paid under this plan through the date in which the employee is able to return to work symptom free. The employee will be allowed to return to work after seven days after onset of symptoms or they have been symptom free under current CDC guidelines.

OR

- B) The Employee is experiencing COVID-19 symptoms, has been advised by a medical provider to take the COVID-19 test and the Employee tests negative for COVID-19. The employee will be paid under this plan through the date in which the negative test result is returned after such time the employee will be required to use their own paid time. The employee will be allowed to return to work when they have been symptom free under current CDC guidelines

OR

- C) The Employee has been ordered by a Public Health Agency to quarantine due to a COVID-19 exposure. These paid hours will be effective on the date in which employee is advised to quarantine. The Employee be allowed to return work when they have been notified by the Public Health Agency that the quarantine period has ended.

It is the employee's responsibility to turn in all medical documentation or documentation required by the County to either their Supervisor or Human Resources in order to qualify for the paid leave under this plan.

The employee is only eligible for a combined total of up to 2 weeks of paid leave regardless of which of the above conditions apply. Clearview employees must follow all Clearview's infectious control policies.

Once these hours have been exhausted and the employee is either still unable to return to work or the employee is subject to additional quarantine periods, the employee may use their own paid time, effective October 22, 2020 the paid time may include sick time, provided the employee is quarantined by a Public Health Agency. The employee must submit all medical documentation or documentation required by the County to their Supervisor or Human Resources in order to qualify for the use of their paid time under these circumstances.

Employees who are eligible to work from home will be required to work from home if medically possible. These work from home hours will be paid as regular hours and will not be counted toward this leave.

This policy will be retroactive to April 1, 2020 the date in which the FFCRA went into effect.

8. When to Stay Home from Work Due to Illness and Not Using Personal Accrued Leave

****This provision of the plan is effective through March 31, 2020. On April 1, 2020 the Federal Families First Coronavirus Response Act will be in effect.****

Anticipating the spread of COVID-19 to Dodge County, we will have staff who will need to stay home, either because they are ill, have been exposed, are caring for an ill family member, or are watching children due to school or daycare closures.

To help manage the distribution of staffing resources county-wide and plan for more significant interventions, all employees are required to notify both their supervisor and Human Resources that they are sick or concerned about coming to work. Supervisors are responsible for completing a Staff Screening Questionnaire. (Exhibit A).

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Clearview employees are required to follow all Clearview call-in policies.

The Dodge County Human Resources and Labor Negotiations Committee have given authority for the County Administrator, in consultation with the Human Resources Director, to grant employees a **paid leave of absence** “when it is in the best interest of the County to do so.”

Therefore, **employees will be granted a paid leave of absence that does not require them to use their accrued leave balances if they do not pass all aspects of the Staff Screening Questionnaire.**

An employee shall return to work when fever-free for a sustained seventy two (72) hour period. Employees on a qualifying FMLA leave may be required to provide a doctor’s statement (Return to Work) in order to return.

The following guide will be followed for employees who are identified as health care setting employees:

Health Care Settings: Dodge County will follow the Bureau of Communicable Disease guidelines – Wisconsin Department of Health Services (DHS) Health Alert #2 Issued March 20, 2020:

- DHS recommends that all health care providers, including inpatient, outpatient and residential care facilities, actively monitor staff for symptoms consistent with COVID-19.
- Employers should ensure that staff involved in patient care are systematically evaluated for symptoms of respiratory infection, including temperature monitoring and query for specific symptoms before every shift
- Providers who develop fever or respiratory symptom **MUST** be excluded from work for at least 7 days. If testing for COVID-19 is performed and is negative, staff may return to work after they have been afebrile for 72 hours.
- Health care providers who have been exposed to COVID-19 but are asymptomatic do not need to be excluded from work, but should self-monitor symptoms.

Availability of Paid Leave under this section will cease to exist as of April 1, 2020.

9. Travel Restrictions

- a. Employees who decide to travel are traveling at their own risk. It is strongly recommended employees follow the Safer at Home Order issued by Governor Evers dated March 24, 2020 to limit non-essential travel outside of work commitments.
- b. Employees who choose to travel may be subject to a 14 day self-quarantine prior to being allowed to return to work. Compensation during the 14 day self-quarantine will be through the use of earned vacation or will be without pay.

10. School or Daycare Closure: This provision is effective through March 31, 2020. On April 1, 2020 the Federal Families First Coronavirus Response Act will be in effect.

Subject to Department Head approval, if an employee chooses to be home to take care of their children who are not in school and/or daycare, a temporary waiver to Dodge County Personnel Policy #214, Sick Leave, is implemented as of March 16, 2020. The temporary waiver will remain in effect until 1) March 31, 2020 or 2) action of the Human Resources and Labor Negotiations Committee, whichever comes first.

The employee will be required to use their accrued vacation time, other benefited time, sick time, in that order, prior to taking unpaid time. Taking unpaid time under this section will not affect the accrual of benefits.

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For tracking purposes, the Department Head shall provide a report to the Human Resources Department listing those employees who are on leave due to a school or daycare closure.

11. **County Office Closure:** Complete county department/office closure will only be authorized by the County Board Chair, upon the recommendation of the Public Health Officer. Services may be limited in certain County and State office. Dodge County Circuit Courts operate under the jurisdiction of the State of Wisconsin.

Employee Compensation During Emergency/Disaster Events Policy: Exhibit B. This policy only applies in the event the County closes all buildings and services. This policy was reviewed by the Human Resource Committee on March 24, 2020.

12. **Emergency Declaration:** Resolution 19-77, Dodge County Declaration of Local State of Emergency was adopted on March 17, 2020. Exhibit C.

13. **County Services:** A list of County Departments and identified core responsibilities is found in Exhibit D. Dodge County reserves the right to re-assign employees as per all County job descriptions, "*All other duties as assigned or directed.*", as needed to continue the county government operations and core responsibilities as outlined in Exhibit D.

14. **Families First Coronavirus Response Act (FFCRA): (H.R. 6201 signed March 18, 2020; Public Law No. 116-127)**

Any leaves approved prior to April 1, 2020 pursuant to Section 8 or 10 above (previously Sections 7 and 9 of the March 24, Dodge County COVID-19 Plan) or the March 16 Dodge County COVID-19 plan will continue as granted until March 31, 2020. To the extent Dodge County is explicitly required by FFCRA to continue leave granted under Section 8 or 10 of this plan or the March 16 Dodge County COVID-19 plan, Dodge County will run the leave granted under the FFCRA concurrently. Worker's Compensation runs concurrent with all leaves mentioned in this plan.

Effective April 1, 2020, FFCRA supersedes Section 7 and 9 of the March 24, 2020 Dodge County COVID-19 plan.

Employee who have exhausted FFCRA paid time and the employee is either still unable to return to work or the employee is subject to additional quarantine periods, the employee may use their own paid time, effective October 22, 2020 the paid time may include sick time, provided the employee is quarantined by a Public Health Agency. The employee must submit all medical documentation or documentation required by the County to their Supervisor or Human Resources in order to qualify for the use of their paid time under these circumstances.